

TO: Department Chairs

cc: Associate Deans  
Dr. Margaret Farrar, Dean, College of Arts and Sciences  
Dr. Alan Miciak, Dean, Boler School of Business

FROM: Dr. Jim Krukones, Associate Academic Vice President

DATE: 13 July 2016

SUBJECT: Part-time teaching load limits

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As you complete the filling of teaching slots for the coming fall semester, please note that it has been—and remains—our policy to limit part-time faculty (“lecturers”) to no more than two classes in any one semester. (Besides the fall and spring, all of the summer terms taken together represent a single semester.) Typically, this would amount to 6 credit hours, although, depending on the course, the total number of credit hours (although not courses) could be slightly higher.

Observing the two-course/six-hour-credit limit is consistent with the established and necessary distinction between part-time lecturer and full-time faculty status. The majority of our full-time faculty have three-course/nine-hour teaching loads each semester.

Please note that, while exceptions to the two-course limit have been made in the past, we are no longer able to authorize more than two courses per semester.

Thank you for your continuing observance of this policy.